

Solicitation DTRS56-02-R-0001
Tabletop/Area Exercises & Security Analytical Support
Questions and Answers
May 28, 2002

Below are questions received regarding the above referenced solicitation. The answers are provided to all potential offerors for clarification and reference for submission of proposals.

1. The RSPA web site specifically states in the OPA 90 Lessons Learned section that The Corporate Response Group Inc. served as the contractor for designing, developing, conducting and evaluating tabletop and field exercises for RSPA. Is this company still under contract for RSPA? Will this company be allowed to bid on this project? I propose these questions because they have previous experience with RSPA and other companies not having this experience would be at a considerable disadvantage.

Response: THE REFERENCED CONTRACTOR IS NOT CURRENTLY UNDER CONTRACT FOR THIS REQUIREMENT. THEY WILL BE ALLOWED TO BID ON THIS PROJECT, IF THEY ELECT TO SUBMIT A PROPOSAL. ALL PROPOSALS WILL BE EVALUATED BY A TECHNICAL/BUSINESS TEAM USING EVALUATION CRITERIA FOR THE CURRENT PROJECT.

2. In paragraph G-14 Indirect Costs, the proposal requires the bidder to use ceiling rates that are listed in sections G14a and b. The ceiling rates are not reflected on page G-8. Please provide a response on how we should proceed. **Response: THE CONTRACTOR IS REQUIRED TO INSERT THEIR CURRENT APPROVED RATES.**

3. On page L-15, Part IV: Other Considerations Proposal: Para A. The bidder must submit a current financial statement including a balance sheet and a statement of profit and loss for the last completed fiscal year. Would a statement from the company's accountant affirming the company has available resources to perform the contract without assistance from an outside source satisfy this requirement until the contract is awarded? Then the successful bidder must submit these documents prior to beginning the contract. This is very similar to the requirement for providing proof of insurance. I am reluctant to provide this sensitive information for the sole purpose of bidding on this project. Please advise. **Response: THE TECHNICAL/BUSINESS EVALUATION TEAM IS REQUIRED TO SIGN NON-DISCLOSURE FORMS. ALL COST/FINANCIAL INFORMATION IS TREATED AS CONFIDENTIAL AND IT IS NOT DISCLOSED TO ANY PARTIES OUTSIDE OF THE TECHNICAL/BUSINESS TEAM.**

4. RFP Section L.15 Instructions for Preparation of Proposals, Part III: Relevant Experience and Past Performance, Section A. Performance History states "The Offeror shall describe the scope, magnitude, and complexity of prior and ongoing experience, similar to the stated requirements, over the past three (3) years and provide references for

each.” And also states ”The Offeror must provide a list of relevant contracts and subcontracts completed during the past five years and all contracts and subcontracts currently in progress for at least six (6) months.” Is it your intention for offerors to provide descriptions and references for each contract on each list? Also do you intend to request 3 separate lists - one for completed and current contracts within 3 years, one list for completed contracts in the last 5 years, and one list for current contracts that have been in progress for at least 6 months? Please clarify. **Response: THE OFFEROR IS REQUIRED TO SUBMIT A LIST OF COMPLETED CONTRACTS FOR THE LAST THREE (3) YEARS. DISREGARD THE REFERENCE TO THE LAST FIVE YEARS. THE LIST MAY BE CONSOLIDATED AND CONTAIN CONTRACTS, ETC OVER THE PAST THREE (3) YEARS IN ADDITION TO CURRENT CONTRACTS IN PROGRESS FOR AT LEAST 6 MONTHS.**

5. Attachment J-2 titled PREP Travel Schedule indicates it was giving examples of potential exercise locations as samples for guidance in pricing travel locations. The rest of the attachment is blank, is that intentional? **Response: THESE ARE SAMPLE LOCATIONS, TO USE AS GUIDANCE FOR PRICING PURPOSES – LAFAYETTE, LA; BILLINGS, MT; MACON, GA; ST. LOUIS, MO; ANCHORAGE, AK; TACOMA, WA; TULSA, OK; PHILADELPHIA, PA; TAMPA, FL; AND PORTLAND, ME.**

6. For the purpose of costing travel, please clarify the number of area exercises and the number of tabletop exercises. The RFP states various numbers in various sections. RFP Section C. Scope of Work (on page C-3) states support would be required for “technical support for up to 20 tabletop exercises” and “technical support for up to four area exercises annually.” In RFP Section C. Scope of Work under Task 3 - it states “The contractor will assist with one or two area exercises in fiscal year 2002. The exact number of area exercises for fiscal year 2003 is not known, but when submitting bids for this contract, the contractor should assume that RSPA and the operators will use the contractor’s assistance with four area exercises per fiscal year.” Also in RFP Section C. Scope of Work under Travel Estimated Quantity on page C-10 states “Task 2 & 3 Site Visits: 14; Tabletop Exercises: 12; Area Exercises: 2.” **Response: THE INFORMATION PROVIDED IN THE REFERENCED TRAVEL SECTION IS AN ESTIMATE. THE ESTIMATE FOR THE SCOPE OF WORK IN TERMS OF TABLETOP EXERCISES IS UP TO 20 TABLETOP EXERCISES, THERE MAY BE LESS, BUT IT IS PROJECTED TO BE AS A MAXIMUM 20. THE ESTIMATE FOR THE SCOPE OF WORK IN TERMS OF AREA (FIELD) EXERCISES IS A MAXIMUM OF 4.**

7. Does the government have available and will it provide the results of previous research or studies regarding the rapid restoration of pipeline service following a pipeline incident? **Response: THERE ARE NONE TO PROVIDE.**

8. Will RSPA provide pipeline operating company, local, state and federal plans, SOPs and other pertinent operating regulations to support exercise design? **Response:**

YES, WE WILL PROVIDE THE CONTRACTOR ACCESS TO THE REGULATIONS AND THE PLANS THEY WILL NEED TO DO THE JOB.

9. Will current security regulations be available for the development of either a tabletop or an area exercise? **Response: YES, WE WILL PROVIDE COPIES OF THE LATEST SECURITY GUIDANCE DOCUMENTS [THEY'RE GUIDANCE, NOT REGULATIONS].**

10. Will lessons-learned or after action reports from previous exercises at each site of future Tabletop Exercise be provided to the contractor to assist in exercise design? **Response: YES, IF WE CHOOSE TO DO AN EXERCISE WITH AN OPERATOR WITH WHOM WE HAVE DONE EXERCISES IN THE PAST, THEN WE WILL PROVIDE THE CONTRACTOR WITH THE RECORDS THAT WE HAVE AVAILABLE FOR THE PREVIOUS EXERCISES WITH THAT OPERATOR.**

11. Will the government establish the training audience size for each tabletop and area exercise? Is it standardized? **Response: NO, IT WILL VARY.**

12. Are there already established RSPA metrics or evaluation guidelines that exercise evaluators can use? **Response: YES, THE "PREPAREDNESS FOR RESPONSE EXERCISE PROGRAM (PREP) GUIDELINES" SPECIFY THE EVALUATION CRITERIA. IT IS AVAILABLE ON THE USCG WEB SITE.**

13. Who determines and coordinates the facility requirements, RSPA or contractor? **Response: RSPA DEFINES THE REQUIREMENTS FOR MEETING ROOMS & EQUIPMENT, AND THE CONTRACTOR PROVIDES THEM.**

14. What type of in-facility equipment, if any, will be provided to support each exercise, to include office equipment, computers, and audio-visual resources? **Response: THE CONTRACTOR MUST PROVIDE ALL OF THEIR OWN EQUIPMENT.**

15. Does the government currently use any specific audio-visual and/or computer technology in their current exercise program and if so will it be provided to the contractor? **Response: NO.**

16. Will the government or operating companies supply maps and/or imagery needed for each exercise? **Response: THE CONTRACTOR WILL WORK WITH RSPA'S MAPPING TEAM TO OBTAIN MAPS FOR EACH EXERCISE. SOMETIMES THE PIPELINE OPERATORS WILL ALSO PROVIDE MAPS.**

17. As currently stated, analysis requirement is broad considering the number of companies involved in the natural gas and pipeline industries.

a. Is the intent of this task to review the industry or government current security practices? **Response: THE INTENT IS TO REVIEW INDUSTRY--NOT GOVERNMENT-- SECURITY PRACTICES.**

b. If the intent is to assess industry, do all companies need to be assessed?

Response: NOT INDIVIDUALLY, BUT INDUSTRY-WIDE.

c. If the intent is to assess the government practice is the target of the assessment International (e.g., US, Canada, and Mexico), Federal, State, and/or Local? **Response: NOT APPLICABLE.**

18. What audio-visual and computer technology does RSPA currently use to enhance the existing exercise program? **Response: WE HAVE AN ARC-INFO BASED MAPPING SYSTEM.**

19. Will there be a government lead for the Tabletop Exercises and will that lead provide the dates, target locations and audience information to the contractor for use in preparing the initial exercise calendar? **Response: THE COTR WILL PROVIDE OVERSIGHT AND LEADERSHIP AS THE CONTRACTOR INTERACTS WITH PIPELINE OPERATORS IN COORDINATING SCHEDULES AND FINDING SUITABLE EXERCISE LOCATIONS.**

20. Will RSPA coordinate the participation of the required federal, state, local organizations and companies for each exercise? **Response: NO, THE CONTRACTOR WILL BE RESPONSIBLE FOR THIS COORDINATION. RSPA WILL PROVIDE AN INVITATION LIST TO THE CONTRACTOR, AND THE CONTRACTOR WILL DRAFT THE INVITATION LETTERS FOR THE COTR'S SIGNATURE IN A FORMAT SPECIFIED BY THE COTR. THE CONTRACTOR WILL PROCESS THE CORRESPONDENCE AND TRACK THE REPLIES RECEIVED FROM THE PEOPLE WHO ARE INVITED, KEEPING THE COTR INFORMED AS TO THE STATUS OF WHO CAN ATTEND FROM EACH AGENCY AND ORGANIZATION.**

21. Will RSPA host exercise development conferences to establish objectives, to facilitate exercise requirements, and to support the exercise design process?

Response: NO.

a. Will the government provide the training objectives for each exercise? **Response: YES, AND THE OBJECTIVES WILL BE BASED ON THE PREP GUIDELINES [SEE ABOVE].**

b. Will the RSPA provide an action officer to assist the contractor in coordinating the exercise schedule dates? **Response: THE CONTRACTOR WILL COORDINATE THE EXERCISE SCHEDULE, IN CONSULTATION WITH THE COTR.**

c. Will the government de conflict contractor-developed schedules?

Response: IN CONSULTATION WITH THE COTR, IT IS THE CONTRACTOR'S RESPONSIBILITY TO DEVELOP A SCHEDULE THAT DOES NOT HAVE CONFLICTS.

22. When during the planning process will the pipeline facility trusted agent be made available? **Response: AS SOON AS RSPA SELECTS A COMPANY FOR AN EXERCISE, RSPA WILL CONTACT THE COMPANY TO REQUEST THAT THEY PROVIDE US WITH A TRUSTED AGENT.**

23. Can tabletop exercises be run simultaneously within a geographic area? **Response: NO, THE SCHEDULE SHOULD AVOID CONDUCTING MORE THAN ONE EXERCISE ON THE SAME DAY.**

24. What role will the government play in assisting the contractor gain access to proprietary data of another company? **Response: ALL THE INFORMATION NEEDED SHOULD BE AVAILABLE IN THE OPERATOR'S EMERGENCY RESPONSE PLANS. THE COTR WILL RESOLVE ANY ISSUES REGARDING ACCESS TO A COMPANY'S INFORMATION.**

25. Who decides the scope of an area exercise participant list? **Response: THE COTR DECIDES.**

26. The RFP states, the evaluator is “the person that grades the performance of players”. Please clarify whether the government expects the evaluator to serve as a judge assessing the exercise audience, a facilitator of feedback interacting with that audience, or simply an observer who records and reports observations. **Response: THE CONTRACTOR'S STAFF WILL SERVE ALL THREE ROLES: EVALUATING PERFORMANCE, FACILITATING DISCUSSION, AND RECORDING OBSERVATIONS.**

27. Does the government anticipate classified work being performed at contractor's facility? If so will government accept costs for a secure working facility as a direct contract charge? **Response: NO.**

28. Will computers used to support contract requirements either in house or during exercises be required to store classified information? **Response: NO.**

29. Will there be any requirement for access to classified government networks by contractor-provided computer equipment. **Response: NO.**

30. Can the requirement for computer technology to enhance the Area Exercises be explained in more detail? Is computer technology used to support communications to stimulate the training audience or as a simulation tool that uses modeling to generate situational events to drive the exercise and also replicate the activities of agencies not participating directly in the exercise? **Response: THE COMPUTER TECHNOLOGY COULD BE USED FOR ANY OR ALL OF THE LISTED ACTIVITIES. SPECIFIC APPLICATIONS WILL BE APPROVED BY THE COTR.**

31. Is the contractor supposed to propose a base rate for the fee? **Response: YES.**

32. The replacement requirements as stated are restrictive for short employee absences. Can replacement determination be adjusted for short-term absences at the discretion of the contractor? **Response: NO. THE REQUIREMENTS FOR EMPLOYEE ABSENCES ARE ADEQUATE FOR THIS REQUIREMENT.**

33. Is the term drill interchangeable with Area Exercise? **Response: THE TERMS "DRILL" AND "EXERCISE" ARE INTERCHANGEABLE. AN AREA EXERCISE IS A LARGE-SCALE FIELD EXERCISE.**

34. What is the ceiling of the overtime premium of this contract? **RESPONSE: OVERTIME IS NOT ANTICIPATED IN THE PERFORMANCE OF THIS REQUIREMENT. IF OVERTIME BECOMES NECESSARY DURING THE PERFORMANCE OF THIS PROJECT, THE COTR MUST APPROVE OVERTIME PRIOR TO THE PERFORMANCE OF OVERTIME WORK. THE CEILING AMOUNT WILL BE NEGOTIATED WITH THE CONTRACTOR PRIOR TO PERFORMANCE OF OVERTIME AND IT WILL BE BASED UPON THE CONTRACTOR'S DOCUMENTED STANDARD OVERTIME COSTS.**

35. On page C-6, Sub task 2.3, Tabletop Exercise Conduct. The proposal calls for one facilitator and one administrator. Is this the minimum requirement or will the contractor have the discretion to include more players? In order to provide an outstanding product using audio-visual and computer technology we feel that more than two people are required. Please advise on how we should proceed. **Response: YES, THIS IS THE MINIMUM RECOMMENDED. THIS IS A PERFORMANCE BASED REQUIREMENT. THE CONTRACTOR SUBMITS AS PART OF THE PROPOSAL THE RECOMMENDED PERSONNEL TO PRODUCE THE DESIRED OUTCOME.**